

Local Emergency Management Arrangements



SHIRE OF WONGAN-BALLIDU

(Updated December 2018)

SHIRE OF WONGAN-BALLIDU

EMERGENCY MANAGEMENT ARRANGEMENTS

These arrangements have been produced and issued under the authority of S. 41(1) of the EM Act 2005, endorsed by the Shire of Wongan-Ballidu and Local Emergency Management Committee (LEMC) and has been tabled with the District Emergency Management Committee (DEMC).

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Chairperson
Shire of Wongan-Ballidu LEMC

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Date

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Endorsed by Council
Shire President

19 December 2018

Date

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Distribution

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Wongan Hills Police	1
District Emergency Management Committee	1
Bush Fire Service Wongan-Ballidu	1
WA Fire & Rescue Service Wongan Hills Station	1
St John Ambulance Wongan Hills Sub Station	1
Wongan-Ballidu District Hospital	1
Department of Community Development	1
Department of Agriculture – Wongan Hills	1
Cooperative Bulk Handling	1
Water Corporation – Wongan Hills	1
Community Representatives Wongan-Ballidu	2
Library Wongan Hills	1
Spare	1

Amendment Record

No.	Date	Amendment Details	By
1	24/11/17	5 Year Review and Update	Alan Hart-DCEO
2	19/12/18	Adopted by Council	Alan Hart-DCEO
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GLOSSARY OF TERMS

For additional information in regards to the Glossary of Terms, refer to the State Emergency Management Glossary 2016. General Acronyms used in these arrangements

BFS	Bush Fire Service
CEO	Chief Executive Officer
CPFS	Department for Child Protection and Family Support
P&W	Department of Parks and Wildlife
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
EM	Emergency Management
DFES	Department of Fire and Emergency Services
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordination Group
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures
SOWB	Shire of Wongan-Ballidu

AUSTRALASIAN INTERSERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS) – A nationally adopted structure to formalize a coordinated approach to emergency incident management.

AIIMS STRUCTURE – The combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure with responsibility for the

management of allocated resources to effectively accomplish stated objectives relating to an incident (AIIMS)

COMBAT - take steps to eliminate or reduce the effects of a hazard on the community.

COMBAT AGENCY – A combat agency prescribed under subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

COMMUNITY EMERGENCY RISK MANAGEMENT – See **RISK MANAGEMENT**.

COMPREHENSIVE APPROACH – The development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response, and recovery (PPRR). PPRR are aspects of emergency management, not sequential phases. *Syn.* 'disaster cycle', 'disaster phases' and 'PPRR'

COMMAND – The direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation. *See also* **COMMAND** and **COORDINATION**.

CONTROL – The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan, and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations. *See also* **COMMAND** and **COORDINATION**.

COORDINATION – The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. *See also* **CONTROL** and **COMMAND**.

EMERGENCY – An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.

EMERGENCY MANAGEMENT – The management of the adverse effects of an emergency including:

- (a) Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.
- (b) Preparedness – preparation for response to an emergency
- (c) Response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery and
- (d) Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

EMERGENCY MANAGEMENT AGENCY – A hazard management agency (HMA), a combat agency or a support organisation.

EMERGENCY RISK MANAGEMENT – A systematic process which contributes to the wellbeing of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimized.

HAZARD – An event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of persons or animals; or destruction of, or damage to property or any part of the environment and is defined in the Emergency Management Act 2005 or preserved in the Emergency Management Regulations 2006.

HAZARD MANAGEMENT AGENCY (HMA) – A public authority or other person, prescribed by regulations because of that agency's functions under any written law or because of its specialized knowledge, expertise and resources, to be responsible for the emergency management or an aspect of emergency management of a hazard for a part or the whole of the State.

INCIDENT – An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies.

A sudden event which, but for mitigating circumstances, could have resulted in an accident.

An emergency event or series of events which requires a response from one or more of the statutory response agencies. *See also* **ACCIDENT, EMERGENCY and DISASTER**.

INCIDENT AREA (IA) – The area defined by the Incident Controller for which they have responsibility for the overall management and control of an incident.

INCIDENT CONTROLLER – The person appointed by the Hazard Management Agency for the overall management of an incident within a designated incident area

INCIDENT MANAGER – See **INCIDENT CONTROLLER**

INCIDENT MANAGEMENT TEAM (IMT) – A group of incident management personnel comprising the incident controller, and the personnel he or she appoints to be responsible for the functions of operations, planning and logistics. The team headed by the incident manager which is responsible for the overall control of the incident.

INCIDENT SUPPORT GROUP (ISG) – A group of agency/organisation liaison officers convened and chaired by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the incident.

LG – Local Government meaning the Shire of Wongan-Ballidu & Shire of Wongan-Ballidu Council.

LIFELINES – The public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well-being of the community depends.

LOCAL EMERGENCY COORDINATOR (LEC) - That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during *Incidents and Operations*.

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) – Based on either local government boundaries or emergency management sub-districts. Chaired by the Shire President/Mayor (or a delegated person) with the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, as the Deputy Chair. Executive support should be provided by the local government.

MUNICIPALITY – Means the district of the Shire of Wongan-Ballidu.

OPERATIONS – The direction, supervision and implementation of tactics in accordance with the Incident Action Plan. *See also* **EMERGENCY OPERATION**.

OPERATIONAL AREA (OA) – The area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.

PREVENTION – Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated. Measures to eliminate or reduce the incidence or severity of emergencies. *See also* **COMPREHENSIVE APPROACH**.

PREPAREDNESS – Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. *See also* **COMPREHENSIVE APPROACH**.

RESPONSE – Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support. Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised. *See also* **COMPREHENSIVE APPROACH**.

RECOVERY – The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being.

RISK – A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment.

- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.
- A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period.
- Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability

RISK MANAGEMENT – The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk.

RISK REGISTER – A register of the risks within the local government, identified through the Community Emergency Risk Management process.

RISK STATEMENT – A statement identifying the hazard, element at risk and source of risk.

SUPPORT ORGANISATION – A public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

TELECOMMUNICATIONS – The transmission of information by electrical or electromagnetic means including, but not restricted to, fixed telephones, mobile phones, satellite phones, e-mail and radio.

TREATMENT OPTIONS – A range of options identified through the emergency risk management process, to select appropriate strategies' which minimize the potential harm to the community.

VULNERABILITY – The characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard. There are many aspects of vulnerability, arising from various physical, social, economic and environmental factors that vary within a community and over time.

WELFARE CENTRE – Location where temporary accommodation is actually available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

PART 1 – INTRODUCTION

1.1 Authority

These arrangements have been prepared in accordance with s. 41(1) of the Emergency Management Act 2005 and endorsed by the Wongan Ballidu Local Emergency Management Committee and approved by the Shire of Wongan Ballidu.

1.2 Community Consultation

The community has been consulted through other forums and through the LEMC committee members.

1.3 Document Availability

Hard Copies of the Local Emergency Management Arrangements plan are available from the Shire of Wongan-Ballidu Administration offices during office hours on request free of charge. The offices are located at the Cnr Elphin Crescent and Quinlan Street Wongan Hills. Electronic copies are also available on website www.wongan.wa.gov.au.

1.4 Area Covered (Context)

The Shire of Wongan-Ballidu covers an area of 3,368.8 square kilometres. The localities within the Shire are Wongan Hills, Ballidu, Cadoux, Kondut and Burakin. The Wongan Hills town site is located 184 kilometres North-East of Perth and has a population of 1127 with 580 dwellings. The Shire is bordered by Shire of Victoria Plains, Shire of Dowerin, Shire of Dalwallinu, Shire of Goomalling, Shire of Koorda and the Shire of Moora. (ABS 2011)

1.5 Aim

The aim of the Shire of Wongan-Ballidu Local Emergency Management Arrangements is to detail emergency management arrangements and ensure an understanding between agencies and stakeholders involved in managing emergencies within the shire

1.6 Purpose

The purpose of these emergency management arrangements is to set out:

- a) the local government's policies for emergency management;
- b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
- d) a description of emergencies that are likely to occur in the local government district;
- e) strategies and priorities for emergency management in the local government district;
- f) other matters about emergency management in the local government district prescribed by the regulations; and
- g) other matters about emergency management in the local government district the local government considers appropriate". (s. 41(2) of the Act).

1.7 Scope

These arrangements are to ensure there are suitable plans in place to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMA's in dealing with an emergency.

Furthermore:

- a) This document applies to the local government district of the Shire of Wongan-Ballidu;
- b) This document covers areas where the Shire of Wongan-Ballidu (Local Government) provides support to HMA's in the event of an incident;
- c) This document details the Shire of Wongan-Ballidu (LG) capacity to provide resources in support of an emergency, while still maintaining business continuity; and
- d) The Shire of Wongan-Ballidu (LG) responsibility in relation to recovery management.

These arrangements are to serve as a guide to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

1.8 Related Documents & Arrangements

1.8.1 Local Emergency Management Policies

Currently the Shire of Wongan-Ballidu has no local policies for emergency management in place.

1.8.2 Existing Plans & Arrangements

Table 1.1

Document	Owner	Location
Risk Register 2009	Shire of Wongan-Ballidu	Shire Administration Office
Risk Treatment Schedule	Shire of Wongan-Ballidu	Shire Administration Office
Bushfire Management Plan (2008)(Draft)	Shire of Wongan-Ballidu	Shire Administration Office
Air-Craft Plan	WA Police	Wongan Hills Police Station
Traffic Accident Plan	WA Police	Wongan Hills Police Station
Search & Rescue Plan	WA Police	Wongan Hills Police Station
Welfare Plan	Department of Communities and Child Protection and Family Support.	Department of Communities and Child Protection and Family Support-Moora.

1.9 Agreements, Understandings & Commitments

An agreement has been made with the Shires of Victoria Plains, Moora and Dalwallinu in which all agree to assist each other in recovery management during emergencies.

1.10 Special Considerations

The following factors may affect the implementation of the Arrangements;

- Reduced resources and increased safety risks during the bushfire season
- Varied population due to itinerant farm labour
- Seasonal conditions Bushfires, cyclones
- Broad acre farming
- Some Tourism

1.11 Resources

Refer to the Contacts tab for relevant organisations that have access to resources.

1.12 Financial Arrangements

To enable integrated and coordinated delivery of emergency management within the Shire of Wongan-Ballidu, these arrangements are consistent with State Emergency Management Policies and State Emergency Management Plans.

State Emergency Management Arrangements, as found in SEMP 4.2, outline the responsibilities of funding during multi-agency emergencies. It states:

“Where an emergency involves a multi-agency response, all costs associated with the emergency shall be met by each individual agency, provided such costs are related to the delivery of services or resources which form part of the agency’s core function; or where the agency has a bi-lateral agreement to provide such services and resources at its own cost. Where costs are incurred in delivering services or resources at the request of the Hazard management Agency concerned, which are not part of the agency’s core functions and there are no prior agreements as to the funding responsibilities, then such costs shall be met by that Hazard Management Agency. There is provision for the agencies whose core programs are affected by the costs incurred to make application for supplementary funding to Treasury.”

Whilst recognizing the provisions of SEMP 4.2, the Shire of Wongan-Ballidu is committed to spending such necessary funds as required to ensure the safety of the Shire’s residents and visitors.

Refer to the Finance section of the Local Recovery Plan for information on public appeals, finance management, etc.

1.13 Roles & Responsibilities

Local Emergency Coordinator - OIC Wongan Hills Police Station

The local emergency coordinator for a local government district has the following functions [s. 37(4) of the Act]:

- a. to provide advice and support to the LEMC for the district in the development and maintenance of emergency management arrangements for the district;

- b. to assist hazard management agencies in the provision of a coordinated response during an emergency in the district; and
- c. to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

Chairperson Local Emergency Management Committee

The Chairman of the LEMC is appointed by the local government [s. 38 of the Act]. ***The Shire President of Wongan-Ballidu***

Executive Officer Local Emergency Management Committee

The Executive Officer of the LEMC is appointed by the local government. ***The Chief Executive Officer of the Shire of Wongan-Ballidu***. The Executive Officer provides executive support to the LEMC by:

- Provide secretariat support including:
 - Meeting agenda;
 - Minutes and action lists;
 - Correspondence;
 - Committee membership contact register;
- Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including;
 - Annual Report;
 - Annual Business Plan;
 - Local Emergency Management Arrangements;

Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and participate as a member of sub-committees and working groups as required;

Local Recovery Coordinator

The Local Recovery Coordinator is to ensure the development and maintenance of effective recovery management arrangements for the Shire. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.

Local Government Welfare Liaison Officer

During an evacuation where a Shire facility is utilised by CPFS the Local government welfare Liaison Officer provides advice, information and resources regarding the operation of the facility.

Local Government Liaison Officer (to the ISG/IMT)

During a major emergency the liaison officer attends ISG meetings to represent the Shire, provides local knowledge input and provides details contained in this LEMA.

Local Emergency Management Committee

The functions of LEMC are [s. 39 of the Act]:

- a. To advise and assist the local government in establishing local emergency managements for the district;
- b. to liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements; and
- c. to carry out other emergency management activities as directed by SEMC or prescribed by regulations.

Local Government

It is a function of a local government —

- (a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district;
- (b) to manage recovery following an emergency affecting the community in its district; and
- (c) to perform other functions given to the local government under this Act.

Local Government- Incident Management

- (a) Ensure planning and preparation for emergencies is undertaken
- (b) Implement procedures that assist the community and emergency services deal with incidents
- (c) Ensure that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role
- (d) Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability.
- (e) Liaise with the incident controller (provide liaison officer)
- (f) Participate in the ISG and provide local support
- (g) Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the CPFS.

Hazard Management Agency

A hazard management agency is *'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.'* [EM Act 2005 s4]

The HMA's are prescribed in the Emergency Management Regulations 2006.

Combat Agencies

A combat agency is *'the agency identified as being primarily responsible for responding to a particular emergency'* AEM Glossary

Controlling Agency

A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.

The function of a Controlling Agency is to;

(a) undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness.

(b) control all aspects of the response to an incident.

During Recovery the Controlling Agency will ensure effective transition to recovery.

Support Organisation

A support organisation 'provides essential services, personal or material support' (AEM Glossary) during an emergency. An example may be the Red Cross or CWA providing meals to welfare centre.

For further information refer contacts page

PART 2 – PLANNING (LEMC ADMINISTRATION)

This section outlines the minimum administration and planning requirements of the LEMC under the EM Act 2005 and policies.

2.1 LEMC Membership (positions)

Shire President, Wongan-Ballidu –Chairperson
Chief Executive Officer, Wongan-Ballidu - Executive Officer
WA Police Coordinator
Chief Bush Fire Brigade Officer, Wongan-Ballidu
Chief Bush Fire Brigade Officer, Wongan Hills Fire and Rescue
Wongan Hills District Hospital
St Johns Ambulance, Wongan Hills
DFES
DFES
DCPFS
CBH
Agriculture WA
Water Corporation
Wongan-Ballidu Community Representative
Wongan- Ballidu Community Representative

- A comprehensive list of LEMC Membership and contact details can be found at Contacts Tab

2.2 Meeting Schedule

The LEMC will meet as per the requirements of the State EM Preparedness Procedure 7 – “Local Emergency Management Committee (LEMC). Meetings will be called quarterly.

2.3 LEMC Roles and responsibilities

The Shire of Wongan-Ballidu has established a Local Emergency Management Committee (LEMC) UNDER Section 38(1) of the EM Act to oversee, plan and test the local emergency management arrangements.

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency arrangements for the community.

The LEMC is not an operational committee but rather the organisation established by the local government to assist in the development of local emergency management arrangements for its district.

The LEMC plays a vital role in assisting our communities become more prepared for major emergencies by:

- Developing, enhancing and testing preparedness planning for a multi-agency perspective having local knowledge of hazards, demographic and geographic issues. They provide advice to Hazard Management Agencies to develop effective localized hazard plans.
- Provide a multi-agency forum to analyse and treat local risk
- Provide a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.

The LEMC membership must include at least one local government representative and the Local Emergency Coordinator. Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

2.4 Annual Reporting

The annual report of the LEMC is to be completed and submitted to the DEMC within 2 weeks of the end of the financial year for which the annual report is prepared. The LEMC is required to submit a signed hard copy of the annual report to the Executive Officer of the DEMC.

2.5 Emergency risk Management

In 2008 The Shire of Wongan-Ballidu participated in an Emergency Risk Management project conducted under the “Working Together to Manage Emergencies, Local Grant Scheme”. The project was run in conjunction with neighbouring shires who form the “Central Midlands Volunteer Regional Organisation of Councils.” (CMVROC). It was conducted as per the requirements of Australian Standard 4360:2004 Risk Management. It is acknowledged that a risk analysis of the Shire of Wongan – Ballidu as a separate entity would be valuable, and also the CMVROC risk register is now quite dated. To this end the Wongan- Ballidu LEMC intend to undergo the complete Emergency Risk Management process as their next major project.

The Shire is committed to participating in the ‘State Risk Project.’ This will involve the Shire working with other Local Authorities in the Region and the Office of Emergency Management to identify the major risks in the district and develop mitigation measures to minimize these risks from occurring.

PART 3 – RESPONSE

3.1 Risks – Emergencies Likely to Occur

These arrangements are based on the premise that the HMA responsible for the above risks will develop, test and review appropriate emergency management plans.

It is recognised that the HMA's and combat agencies may require Shire of Wongan-Ballidu resources and assistance in emergency management. The Shire of Wongan-Ballidu is committed to providing assistance/support if the required resources are available.

The following is a table of emergencies that are likely to occur within the Local Government area;

Table 3.1

Hazard	HMA	Controlling Agency	Local Combat Role	Local Support Role	WESTPLAN	Local Plan
Road Transport Emergency	WA Police	WA Police	VFRS	St John Ambulance	Traffic Crash	SOP
Fire	DFES	Parks & Wildlife Local Government DFES	Bushfire Brigades & VRFS	Local Government Staff	Fire(2016)	
Structural Fire	DFES	DFES	VRFS		Fire (2016)	SOP
Severe Storm	DFES	DFES	SES	Local Government Staff	Storm (2016)	SOP
Earthquake	DFES	DFES	SES	Local Government Staff	Earthquake 2016	SOP
Hazardous Materials	DFES	DFES	VFRS	Local Government Staff	HAZMAT 2016	DFES SOP
Human Epidemic	Dept of Health	Dept of Health	Wongan Hills District Hospital	LG/EHO Doctor	Human Epidemic 2016	District SOP
Exotic Animal Disease	-Dept of Primary Industries and Rural development	Dept of Primary Industries and Rural development		PIRDstaff	Animal diseases, Plants and Pests	
Flood	DFES	DFES	SES		Flood 2016	

3.2 Incident Support Group (ISG)

Role

The role of the ISG is to provide support to the incident management team. The ISG is a group of people represented by the different agencies who may have involvement in the incident.

Triggers for the activation of an ISG

The activation of an ISG should be considered when the following occur;

- a. For a level 2 incident;
- b. Requirement for possible or actual evacuation;
- c. A need to coordinate warning/information to community during a multi agency event;
- d. Where there is a perceived need relative to an impending hazard impact. (Flood, fire, storm surge);
Multi agency response where there is a need for collaborative decision making and the coordination of resources/information; and
- e. Where there is a need for regional support beyond that of a single agency.

Membership of an ISG

The Incident Support Group is made up of agencies /representatives that provide support to the Hazard Management Agency. As a general rule, the recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow and transition into recovery.

The representation on this group may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the emergency.

Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

Frequency of Meetings

Frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per day or as required. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

Emergency Coordination Centre Information

The Emergency Coordination Centre is where the Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable ECCs within the District.

The following table provides the contact details for opening each site:

Location One

Corner of Quinlan Street and Elphin Crescent, Wongan Hills

Table 3.2

	Name	Phone	Phone
Shire of Wongan-Ballidu	Chief Executive Officer	9671 1011	0428 322 123

Location Two

1 Mitchell Street, Wongan Hills

	Name	Phone	Phone
Wongan Hills Police Station	Officer In Charge	9691 1333	0427 030 504

3.3 Media Management and Public Information.

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the HMA.

It is likely that individual agencies will want to issue media releases for their areas of responsibility (eg Water Corporation on water issues, Western Power on power issues, etc) however the release times, issues identified and content shall be coordinated through the ISG to avoid conflicting messages being given to the public.

The Shire will implement the Attached Communications plan in the event of an emergency.

3.4 Public Warning Systems and Local System

Local Systems

The Shire of Wongan-Ballidu has the following local systems in place.

- SMS Broadcast – BFS
- Email – Emergency Service
- Media
- Public Meetings
- Flyers
- Door Knocking

- ABC Radio Broadcasts
- DFES Public Info Line

Website:	www.emergency.wa.gov.au
Recorded information line	1300 657 209
Community Information Line	9671 1169
Water Authority	131375
Telstra	132200
Western Power	13351

3.5 Communications Management Plan

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the HMA.

It is likely that individual agencies will want to issue media releases for their areas of responsibility (e.g. Water Corporation on water issues, Western Power on power issues, etc.) however the release times, issues identified and content shall be coordinated through the ISG to avoid conflicting messages being given to the public.

All Council (Local Government) Media Contact must be directed to the Shire President or Chief Executive Officer.

Public Warning Systems

During times of an emergency one of the most critical components of managing an incident is getting information out to the public in a timely and efficient manner. This section highlights local communication strategies.

Local Systems

- Shire of Wongan-Ballidu - SMS Notification System - List is predominately farmers
- Wongan Hills District High School-SMS Notification System- List of Parents of Students
- In the event of power failure public notice boards will also be available in front of the Shire of Wonga-Ballidu Administration Office and the Wongan Hills Community Resource Centre.

State Systems

During a major emergency you can also find information on:

- DFES's recorded information line
- Emergency broadcasts on your local Radio Station frequency.
- TV and radio news bulletins, print and online newspapers.
- A staffed community information line may be setup.
- A TV crawler displaying messages at the bottom of the screen may be used.

Emergency alerts are only issued for major emergencies involving cyclones, fires, floods, earthquakes, tsunamis and hazardous material spills.

DFES Public Info Line

Website www.DFES.wa.gov.au

Telephone 13 3337 (13 DFES) (for emergency information only) - OR
1300 657 209 (recorded information line).

Local Radio

ABC Radio Geraldton – 531

Telephone Number: 08 9923 4111

Journalist: 0428 144 429

ABC Radio Perth – 720

Contact: harvestbans@abc.net.au

Telephone: 08 9220 2700

Radiowest Northam - 1098

Contact: Ross Beckett ross.beckett@sca.com.au

Telephone: 08 9622 2777

State Alert

StateAlert is a web-based system designed for Emergency Services to deliver community warnings regarding emergencies through:

- Recorded voice - Landline and mobile, and/or
- Text - Mobile telephone, email and RSS feed.

StateAlert is also available for use by external HMAs for situations where lives may be in danger. All requests for StateAlert messaging will be evaluated to ensure the need is commensurate with both the

definition of Emergency and that the proposed release of StateAlert is classed as a 'Life Threatening' incident

DFES Warning Levels – All Hazard

The Department of Fire and Emergency Services delivers alerts via social and commercial media, the following table shows the warnings and levels that can be requested through the Regional Duty Coordinator (RDC) for the Goldfields/Midlands area on 9690 2300

Incident	Warning Level (Lowest)	Warning Levels		Warning Level (Highest)
Bushfire	<p>Advice - The first warnings of a potential bushfire threat will be Bushfire Advice Messages.</p> <p>These will provide general information on bushfire developments.</p>	<p>Watch and Act - When a Bushfire Watch and Act Message is issued, it means a fire has started and conditions are changing. The fire danger rating will probably be very high to severe. Your life may be under threat and you need to act now to protect your family and your neighbours.</p>		<p>Emergency Warning - A Bushfire Emergency Warning Message is the highest level of alert, telling residents of impending danger/imminent threat. The fire danger rating will be severe, extreme or catastrophic.</p>
Flood	<p>Prepare - A Flood Prepare warning is to be used in conjunction with the BoM alert of Minor or Moderate Flooding or a BoM Flood Watch alert. It is used to make people aware that there could be flooding, or that a flood could potentially take place.</p>	<p>Take Action Now - A Flood Take Action Now warning is to be used in conjunction with the BoM alert of Minor, Moderate or Major Flooding. It is used to warn people there will be flooding.</p>	<p>Prepare to Evacuate - Flood Prepare to Evacuate warning is to be used in conjunction with the BoM alert of Major Flooding. It is used to warn people that Evacuation is a very possible scenario during this incident and all thought</p>	<p>Evacuate Now - A Flood Evacuate warning is to be used in conjunction with the BoM alert of Major Flooding. It is used to inform the community that the flood will impact the homes within the catchment and that evacuation is required.</p>

			should be given to evacuating early.	
Storm	Prepare – This warning is to state that a storm is greater than 24 hours away and has the potential to impact communities	Get Ready – The storm is between 6 – 24 hours away and has the potential to impact communities	Take Action – The storm is less than 6 hours away and precautions need to be taken	Cancellation – All Clear
Earthquake	Alert – Earthquake has struck or is continuing to strike. This alert is updated as information is received.		Final Alert – Earthquake and aftershocks have completely stopped. No further need for warnings is required	

Recovery Communications

Recovery is defined as ‘the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment, the community, psychosocial and economic wellbeing’, (Section 3 of the Emergency Management Act 2005)

Recovery Communication refers to the practice of sending, gathering, managing and evaluating information in the recovery stage following an emergency. Communication in recovery is about continuing the dialogue with the affected community that started during the response phase, connecting the community by enabling access to clear, relevant, targeted and high quality information to assist them to build their own capacity and gain a greater understanding of community needs in the process.

Communication during Recovery will be undertaken by the Local Recovery Coordinator for the Shire of Wongan-Ballidu.

Communication Methods

Method	Information Location	Information Recipients
Shire of Wongan-Ballidu Facebook	Internet: www.facebook.com/ShireofWonganBallidu	Please note recipients of information will be decided on time of dispersal
Shire of Wongan-Ballidu Website	Internet: www.wongan.wa.gov.au	
Notices	Placed at the Shire of Wongan-Ballidu Administration Office and at the Wongan Hills Community Resource Centre	
Public Meetings	To be advised during the event.	

PART 4 – Evacuation

4.1 Evacuation (HMA Responsibility)

Evacuation is a risk management strategy which may need to be implemented, particularly in regards to cyclones, flooding and bush fires. The decision to evacuate will be based on an assessment of the nature and extent of the hazard, the anticipated speed of onset, the number and category of people to be evacuated, evacuation priorities and the availability of resources. These considerations should focus on providing all the needs of those being evacuated to ensure their safety and on-going welfare.

The HMA will make decisions on evacuation and ensure that community members have appropriate information to make an informed decision as to whether to stay or go during an emergency.

4.2 Evacuation Planning Principles

The decision to evacuate will only be made by a Hazard Management Agency or an authorised officer when the members of the community at risk do not have the capability to make an informed decision or when it is evident that loss of life or injury is imminent.

-State Emergency Management Guidelines “Western Australian Community Evacuation in Emergencies” should be consulted when planning evacuation.

4.3 Management

The responsibility for managing evacuation rests with the HMA. The HMA is responsible for planning, communicating and effecting the evacuation and ensuring the welfare of the evacuees is maintained. The HMA is also responsible for ensuring the safe return of evacuees. These aspects also incorporate the financial costs associated with the evacuation unless prior arrangements have been made.

In most cases the WA Police may be the ‘combat agency’ for carrying out the evacuation and they may use the assistance of other agencies such as the SES.

Whenever evacuation is being considered the Department of Communities must be consulted during the planning stages. This is because DC have responsibility under State Arrangements to maintain the welfare of evacuees under Westplan Welfare.

4.4 Special Needs Group

For a list of areas of vulnerability in our community refer to the contacts tab and for the section Special Needs Group

4.5 Evacuation / Welfare Centres

For a detail list of evacuation / welfare centres see Appendix 2.

4.6 Animals (including assistance animals)

The Shire is aware of the importance of animals to their owners and the shire will make decisions will be made on the day as to regards their best welfare.

Part 5- Welfare

5.1 Local Welfare Coordinator

The Shire of Wongan-Ballidu is supported by DCPFS based in Moora. It takes DCPFS staff 1 ½ hours to drive from Moora plus the time it takes to prepare the welfare centre.

Team Leader

Anton Rossouw - Department of Child Protection & Family Support – (08) 9653 0100 (Moora Office)

1800 199 008 Crisis Care 24/7

Email: anton.rossouw@dcvfs.wa.gov.au

Local Welfare Liaison Officers

Stuart Taylor – Chief Executive Officer

Email: ceo@wongan.wa.gov.au

Melissa Marcon-Building Services Co-ordinator

Email: bsc@wongan.wa.gov.au

District Emergency Services Officer

Joanne Spadaccine– Department of Child Protection & Family Support - (08) 9621 0400 A/H 0429 102 614

Joanne.Spadaccini@dcvfs.wa.gov.au

The Department for Child Protection & Family Support shall appoint a District Emergency Services Officer (DESO) contact details as above and also in contact listings. The DESO is responsible for the preparation of local welfare plans.

5.2 National Registration & Enquiry

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas the Department for Child Protection (DCPFS) has responsibility for is recording who has been displaced and placing the information onto a National Register. This primarily allows friends or relatives to locate each other. Because of the nature of the work involved DCPFS have reciprocal arrangements with the Red Cross to assist with the registration process.

5.3 Welfare Centres

See evacuation centres

PART 6 – EXERCISING & REVIEWING

6.1 The Aim of Exercising

Testing and exercising are essential to ensure that the emergency management arrangements are workable and effective for the LEMC. The testing and exercising is also important to ensure that individuals and organisations remain appropriately aware of what is required of them during an emergency response situation.

The exercising of a HMA's response to an incident is a HMA responsibility however it could be incorporated into the LEMC exercise.

Exercising the emergency management arrangements will allow the LEMC to:

- Test the effectiveness of the local arrangements
- Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities
- Help educate the community about local arrangements and programs
- Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions
- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

6.2 Frequency of Exercises

The SEMC Policy 4.8 Exercising and Training and Preparedness Procedure 19 – Exercise management requires the LEMC to exercise their arrangements on an annual basis.

6.3 Types of Exercises

Some examples of exercises types include:

- Desktop/Discussion
- A phone tree recall exercise
- Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency
- Operating procedures of an Emergency Coordination Centre
- Locating and activating resources on the Emergency Resources Register

6.4 Reporting of Exercises

Each LEMC reports their exercise schedule to the relevant DEMC by the 1st May each year for inclusion in the DEMC report to the Exercise Management Advisory Group (EMAG).

Once the exercises have been completed, post exercise reports should be forward to the DEMC to be included in reporting for the SEMC annual report.

6.5 Review of Local Emergency Management Arrangements

The Local Emergency Management Arrangements (LEMA) shall be reviewed and amended in accordance with State EM Policy Section 2.5 and amended or replaced whenever the local government considers it appropriate (s.42 of the EM Act)According to State EM Policy section 2.5, the LEMA (including recovery plans) are to be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly;
- a review is conducted after training that exercises the arrangements;
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes; and
- circumstances may require more frequent reviews.

6.6 Review of Local Emergency Management Committee Positions

The local government, in consultation with the parent organisation of members shall determine the term and composition of LEMC positions.

6.7 Review of Resources Register

The Executive Officer shall have the resources register checked and updated on an annual basis, but ongoing amendments may occur at any LEMC meeting.

Appendix 1 Contacts & Resources List

Local units, brigades and police stations should NOT be phoned in emergencies. The emergency number '000' should be used for life threatening emergencies therefore, if local resources are not available, the respective agency communications centres can mobilize the next closest resources or redirect the call to the local resources if appropriate.

MEMBER	AGENCY	ADDRESS	PHONE/FAX		EMAIL
SGT Bernie HUSH	WA Police Service	Lot 159 Mitchell Street Wongan Hills	9671 1333 9671 1628 0427 030 504 0438 760 887	B/Hours Fax B/Hours A/Hours	Wongan.hills.police.station@police.wa.gov.au bernie.hush@police.wa.gov.au
Peter MACNAMARA Shire President LEMC Chair	Shire of Wongan-Ballidu	Cnr Elphin Crescent & Quinlan Street Wongan Hills	9632 2018 9632 2018 0427 322 018	24/7 Fax 24/7	
Stuart TAYLOR	Shire of Wongan-Ballidu	Cnr Elphin Crescent & Quinlan Street Wongan Hills	9671 1011 9671 1230 0428 322 123	B/Hours Fax 24/7	ceo@wongan.wa.gov.au
Karl MICKLE	Shire of Wongan-Ballidu	Cnr Elphin Crescent & Quinlan Street Wongan Hills	9671 1011 9671 1230 0427 089 043	B/Hours Fax 24/7	works@wongan.wa.gov.au
	Water Corporation	Fenton Place Wongan Hills	9671 1357 9671 1014	24/7 Fax	
Jarrold HOOD	Fire Brigade - Ballidu		0428 247 930	24/7	jarrod@gmail.com
Ben MILTON	Fire Brigade - Wongan Hills	8A Stickland Street Wongan Hills	9671 1166 9671 1971 96711 311 0427 944 554	Brigade A/Hours B/Hours 24/7	bmilton@afgri.com.au
Linda MURRAY	Wongan Hills District Hospital	Ackland St Wongan Hills	9671 1122 9671 1396	24/7 Fax	linda.murray@health.wa.gov.au
Brenton READ	St John	Ackland St Wongan Hills	9671 1311 0427 994 558	B/Hours 24/7	bread@afgri.com.au
Duncan JONES	St John	Ackland St Wongan Hills	0438 059 258	24/7	duncan.jones@stjohnambulance.com.au
Chad ATKINSON	Cooperative Bulk Handling (CBH)		9671 1333 9671 1053 0437 380 753	B/Hours Fax 24/7	chad.atkinson@cbh.com.au
Tim STEVENS	Department of Agriculture & Food	Research Station Wongan Hills	9672 0394 0428 711 394	B/Hours 24/7	tim.stevens@agric.wa.gov.au

MEMBER	AGENCY	ADDRESS	PHONE/FAX		EMAIL
Anton ROSSOUW	Department of Child Protection and Family Support	Dandaragan Street Moora	9653 0100 0427 381 932 1800 199 008	B/Hours B/Hours A/Hours	anton.rossouw@cpfs.wa.gov.au
Rob Blok/Mark Moore	Department of Biodiversity Conservation and Attractions	1 Mitchell Street Merredin	9041 6000 0457 544 833	B/Hours 24/7	
Animal Welfare	Veterinarian	Elphin Crescent Wongan Hills	9671 1108 9661 1290 0428 671022	W/Hills Dally Mob	
Western Power	Electricity		0428 959 455	Mob	
Michael LOVELL	Department of Fire and Emergency Services	79 Newcastle Street Northam	9690 2306 0419 049 653	B/Hours 24/7	michael.lovell@dfes.wa.gov.au
Yvette GRIGG	Office of Emergency Management	79 Newcastle Street Northam	9690 2300 0429 104 007	B/Hours 24/7	yvette.grigg@semc.wa.gov.au
Steve JOSKE	Office of Emergency Management	79 Newcastle Street Northam	9690 2306 0438059858	B/Hours 24/7	Steve.joske@semc.wa.gov.au
Stuart TAYLOR	Local Recovery Coordinator	Elphin Crescent Wongan Hills	9671 1011 0428 322 123	B/Hours 24/7	ceo@wongan.wa.gov.au
Brian DONNELLAN	Deputy Local Recovery Coordinator	8 Avon Road Wongan Hills	9671 1206 0427 615 649	24/7 24/7	briandon@wn.com.au
Special Needs Contacts					
Christine Smith	Wongan Hills Hospital	Ackland Street Wongan Hills	9691 1222	24/7	
Christine Smith	Lovegrove Lodge	Ackland Street Wongan Hills	9691 1222	24/7	
Bruce Nind	Wongan Hills District High School	Quinlan Street Wongan Hills	9671 1155	B/Hours	
Jane Liu	Cubby House	Stickland Street Wongan Hills	9671 1811	B/Hours	
Chris/Don Sadler	Ninan/Hinds Aged Units	Martin Street Wongan Hills	9671 1025	24/7	
Local Radio Contacts					
	ABC Radio – Midwest and Wheatbelt	245 Marine Tce Geraldton	9923 4111		
Ross BECKETT	Southern Cross Austereo	125 Fitzgerald Street Northam	9622 2777	B/Hours	
Key Retail Outlets					
	IGA	43-47 Fenton Place Wongan Hills	9671 1110	B/Hours	
	Ah Wong's Roadhouse	244 Wongan Road Wongan Hills	9671 1224	B/Hours	
	Cadoux Traders	50 King Street Cadoux	96711040	B/Hours	

MEMBER	AGENCY	ADDRESS	PHONE/FAX	No of People	Do they have an Evacuation Plan
Vulnerable/Special Needs Groups					
Bruce Nind/ Kellie Anspach	Wongan Hills District High School	Quinlan Street, Wongan Hills	08 9671 1155	Students; 204 Staff; 38	Yes
Helen Hill/ Vickie Applegate	Cadoux Primary School	James Street, Cadoux	08 9673 1056	Students; 23 Staff; 9	Yes
Jane Liu/ Mel Pasco	Wongan Cubbyhouse Inc	3 Stickland Street, Wongan Hills	08 9671 1811/ 0499 141 769	Students; 19 Staff; 5	Yes
Christine Smith	Wongan Hills District Hospital	Ackland Street, Wongan Hills	08 9691 1222 / 0429 072 122	Maximum Capacity; 15	Yes
Christine Smith	Lovegrove Lodge, Wongan Hills	Ackland Street, Wongan Hills	08 9671 1222 / 0429 072 122	Maximum Capacity; 6	Yes
Don Sadler/ Chris Sadler	Wongan-Ballidu Aged Persons Homes Inc	2 & 6B-6F Martin Street, Wongan Hills	0428 721 025	Various	No

Appendix 2 Evacuation / Welfare Centre Information

Name of Building and Suburb	Amenities				Capacity
	Toilets	Showers	Kitchen Facilities		
Wongan Hills Civic Centre	Yes	Yes	Yes		525
Wongan Hills Sports pavilion	Yes	Yes	Yes		616
Wongan Hills Golf Club	Yes		Yes		130
Wongan Hills Bowling Club	Yes	Yes	Yes		200
Ballidu Sports Pavilion	Yes		Yes		75
Ballidu Hall	Yes		Yes		372
Cadoux Recreation Centre	Yes	Yes	Yes		250